

**FLATHEAD VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
RETREAT  
Wednesday, June 6, 2018  
12:00 p.m.-5:00 p.m.  
Flathead Valley Community College**

A Board Retreat comprised of the Flathead Valley Community College Board of Trustees, and President Karas was convened at 12:00 p.m., Tuesday, June 6, 2018.

Board members present were Shannon Lund, Peter Akey, Stephanie Wallace, Lyle Mitchell, Kelly Stimpson, Mark Holston and Callie Langohr. President Jane Karas, Vice President of Administration and Finance, Beckie Christiaens, and Monica Settles, Clerk of the District, were also in attendance.

Chairperson Lund called the meeting to order at 12:23 p.m.

**Campus Tour Following Board Meeting**

President Karas stated that any Board members interested in touring the brewery or campus farm were welcome to accompany her following the Board Retreat.

**Student Housing Update**

Student Housing's Fall occupancy rate averaged 117 residents. The age range of students varied from 108 students considered traditional age of 17-24 years and 9 students considered non-traditional age of over 25 years. Spring occupancy rate averaged approximately 104 students with 93 residents returning from the previous Fall semester. Programming for the 2017-2018 year consisted of 12 programs in the fall to include, ping pong tournaments, ice cream socials, game nights and glitter jars. Five larger programs for the Spring consisted of a chili cook off, Super Bowl event, self-care Sunday, Luau and an end of year BBQ. In addition to the programs provided by Founders hall, passive programming included weekly to biweekly building wide email updates and bulletin boards with topics covered including, consent, alcohol, STDs, bystander intervention, study tips, napping tips, roommate tips, sexual assault awareness, healthy lifestyles, finals prep, and beating the winter blues. Throughout the year, 20 conduct violations occurred including, burning of incense, illegal downloading, noise/quiet hours, guest policy, alcohol, and disorderly behavior. Conduct sanctions for violations included alcohol education, apology letters, reflective essays, housing probation, housing warnings, and no guest or guest restrictions. Throughout the year some students were accompanied by emotional support animals including 5 cats and 2 dogs. For the current Summer semester, there are 30 residents (students), 25 of whom have previously lived in Founders Hall and 31 students are planning to return for the Fall semester. As the college continues to look at ways to fill occupancy during the summer months, the residence will have 16 extended stay interns. These students will be enrolled at another college or university participating in an internship program locally. Also, 15 international guests will be staying in the residence hall on a J-1 visa from Jamaica, working for the Hilton this summer. There will be summer groups residing for short stays. Some of these short stay guests include Continuing Education referrals such as those attending gunsmithing workshops and students of a two-week film immersion program. Other

referrals for short stays include Glacier Ice Rink whose guests will be attending local ice skating workshops and guests of Fish, Wildlife and Parks program, *Becoming an Outdoors Woman*. There are currently 114 pending applications for Fall 2018, with 110 being completed applications. The single, studio rooms are currently full with a 7-person waitlist.

### **LCC Campus Update**

The Board was provided with an update on the Lincoln County Campus (LCC). President Karas noted that currently the LCC is under 100 FTE and employs 6 full time staff in a very large building. The campus is currently unable to make use of most of the space in the building. The college is currently doing an analysis of the services we offer at the LCC and possible ways to better and more efficiently serve the community in Lincoln County. President Karas will be meeting with the Lincoln County Commissioners in a few short weeks to discuss the Lincoln County Service Region and ways in which FVCC and Lincoln County can better serve their community.

### **Tuition Waivers**

President Karas and the Board discussed the future of tuition waivers. The college would like to keep tuition waivers at 10-12% of total tuition dollars and currently FVCC is slightly above that. The Board asked that information about tuition waivers be brought to them at a later date for discussion and possible adjustment.

### **Accreditation**

The Board reviewed the college's current accreditation timeline. The next full year visit for FVCC is in the spring of 2020. According to the timeline, the Strategic Planning Goals and Objectives will be brought to the Board for approval at the June 25, Board meeting. Following approval by the Board, work will continue on providing strategies for the goals and objectives.

### **Campus Safety**

President Karas provided the Board with an update on our partnership with the city of Kalispell in providing the college campus with a Campus Resource Officer (CRO). Cory Clarke, the college's CRO has been with the college for two full semesters and his presence on campus has been a positive one. Cory has been an integral part of campus safety focusing on safety education with students, faculty and staff. Cory provides security at campus events, provides safety talks and trainings in classrooms, and provides his knowledge on safety planning.

### **Legislative Update**

Discussion of the community college funding formula is reviewed every six years. The three community colleges in the state continue to meet with state representatives and agencies to discuss and review the formula. President Karas, Beckie Christiaens and Chris Clouse were able to meet with State Senator Llew Jones of Conrad, chairman of the Senate Finance and Claims Committee. During their meeting with Senator Jones, President Karas was able to discuss upcoming state funding concerns and discuss the community college funding formula. The three state community colleges, the Legislative Fiscal Division (Analyst), the Governor's Budget Office and the Office of the Commissioner of Higher Education will be meeting sometime this summer to continue discussion on the funding formula.

### **ONE Campaign Update**

The ONE Campaign is a philanthropic effort to support new facilities on FVCC's Kalispell campus. The college has less than \$6 million dollars to raise to reach its fundraising goals for both phases of the campaign. The college will be hosting ONE week June 25-29. ONE week is a series of events that provides community members the opportunity to hear about the exciting plans for FVCC in their efforts to support and expand facilities on the Kalispell campus to help better serve our students. Should the Board wish to attend any of the week's events or know of any community members who would like to attend, please let the Foundation Office know.

**\*\*Break 1:56 pm-2:08 pm\*\***

### **Budget Process Review/FVCC Money Basics**

Beckie Christiaens, Vice President/Chief Financial Officer, Finance and Administration presented the Board with a budget presentation, *FVCC's Money Basics* of how FVCC's budget is organized. Following the presentation, it was noted that the first public reading of the budget will be presented at the Board meeting, following the retreat, with the second public reading being presented at the July Board meeting. A more in depth review of the budget will be presented at a budget workshop for Trustees prior to the July Board meeting on July 23.

### **Board Development**

President Karas shared with the Board some Trustee expectations, roles and responsibilities that she recently received during a conference she attended. The Board reviewed the list and some discussion followed. The Board noted that they would like to possibly see some overview of department and programs at Board meetings. In addition, topics at Board meetings that provide information that can allow Trustees to be better advocates for the college would be appreciated. The Board did note that they appreciate the President's consistent communication with the Board on issues or Board agenda items through board meetings, emails, phone calls and committee meetings. The Board reviewed the current committee assignments and assigned new committee representation as follows:

#### **PERSONNEL COMMITTEE**

Kelly Stimpson  
Lyle Mitchell  
Callie Langohr  
Stephanie Wallace

#### **FINANCE AND AUDIT COMMITTEE**

Mark Holston  
Shannon Lund  
Peter Akey

### **Board Self-Assessment**

The Board reviewed their recent Board Self-Assessment. The Board completes the assessment yearly and uses it as a benchmark on areas for improvement and to show areas of strength. The Board will individually complete the self-assessment and return them to the Clerk by Monday, June 18. The final tabulated results will be reviewed at the Monday, June 25, 2018

Board meeting.

With no further discussion, the meeting adjourned at 3:45 p.m.  
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Shannon Lund, Chairperson of the Board

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Kelly Stimpson, Secretary to the Board